

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture business to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas farm or ranch. In addition to license requirements by the Kansas Department of Agriculture, other Kansas agencies as well as local or federal government agencies may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful farm or ranch in Kansas.

✓	Department	Description	Renewal
	Kansas Small Business Development Center (KSBDCC)*	The KSBDCC is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.	Prior to starting
	Office of the Secretary of State	Complete the appropriate business entity filings and forms required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue	Visit the Department of Revenue website to find important business tax information . Call 785-368-8222 for more information.	Prior to starting
	Department of Agriculture, Weights and Measures	No license is needed from Weights and Measures, but a farm or ranch with scales must hire a licensed service company to test the scales once annually if the scales are utilized for any commercial transaction. Visit the Weights & Measures website for more information, or call 785-564-6681.	Annual service
	Department of Agriculture, Pesticide & Fertilizer	Non-commercial pesticide application for agricultural use requires obtaining a Private Certified Pesticide Applicator certification by passing an open-book exam. Contact the local extension office for more information. A Chemigation User's Permit is required for the application of pesticide, fertilizer, or effluent by blending with fresh water through an irrigation system, and should be renewed yearly. To receive a Chemigation User's Permit, each applicant for a permit must be a Certified Chemigation Equipment Operator (CEO) or employ at least one individual currently certified as a Chemigation Equipment Operator. CEO certification is valid for five years. Review the Chemigation webpage for more information, or call 785-564-6688.	Prior to applying pesticide — Prior to Chemigating January 1 Renewal
	Department of Agriculture, Division of Animal Health	Feedlots and dairies with more than 1,000 head must submit the cattle feedlot application . Swine, sheep and goat feedlots with more than 1,000 animal units must submit the swine, sheep and goat feedlot application . For a livestock genetic sale or any other occasion sale of livestock, submit the occasional sales application . Visit the Animal Health website to determine brand availability or to apply for a brand . Interstate shipment of livestock requires official identification and certificate of veterinary inspection or other documentation. Consult the Division of Animal Health Import and Export Regulations and Animal Disease Control and Traceability for a complete list of requirements, or call 785-564-6601.	Prior to July 1, April 1 for Brands — Prior to shipment of livestock
	Department of Agriculture, Division of Water Resources (DWR)	The state of Kansas requires a permit for the beneficial use of water, with the exception of water solely used for domestic purposes. Domestic purposes means the use of water by any person or by a family unit or household for household purposes, or for the watering of livestock, poultry, farm and domestic animals used in operating a farm, and for the irrigation of lands not exceeding a total of two acres in area for the growing of gardens, orchards and lawns. Review the Kansas Water Law Basics . Visit the Water Appropriation Forms and complete the appropriate forms. For more information on water use, visit the DWR website or call 785-564-6640.	Yearly Report of water use, March 1st
	Department of Health and Environment, Bureau of Water, Livestock Waste Management Section	Any facility that confines more than 300 animal units must register with KDHE. Animal units can be calculated on the registration form. The need for additional permits and nutrient management plans will be determined based upon the number of animal units and pollution potential. Additional requirements may exist if a facility of any size is considering composting. Contact Livestock Waste Management at 785-296-6432 for more information.	Prior to construction

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	Department of Health and Environment, Bureau of Water, Industrial Program Section	An NPDES Construction Stormwater Permit is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities (construction). Contact 785-296-5549 for more information.	Prior to construction
	Department of Health and Environment, Bureau of Environmental Remediation, Storage Tank Section	Entities operating their own fuel tanks may be required to registered with KDHE. Review information about aboveground storage tanks (AST) and underground storage tanks (UST) . Review the KDHE Storage Tank Section website for further information, or call 785-296-1678 for permitting information. *The Kansas Small Business Environmental Assistance Program (SBEAP) has AST program highlights and registration requirements in addition to assistance with UST inventory control .	Prior to installing tanks, Annual Renewal August 1
	Department of Health and Environment, Bureau of Air	Gasoline dispensing facilities are subject to federal air regulation. A guidance document is available to assist in determining regulator requirements. Contact the KDHE, Bureau of Air , at 785-296-1570 for additional information.	Prior to dispensing fuel
	Kansas Department of Wildlife, Parks and Tourism	Projects that involve public funds, government assistance, require another state or federal permit, or potentially affect a current listed species or its critical habitat need an environmental review . Call 620-672-5911 for more information.	Prior to construction

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This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.
* Indicates that the information listed is merely a useful resource and not a requirement for operating the business

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